

# Office Memorandum

## UNITED STATES GOVERNMENT

TO : Executive Officer, P&amp;30

DATE: 23 September 1952

FROM : Chief, Purchase Division

SUBJECT: Remarks on Memo, Subject: Processing Obligation Documents

1. The draft of memorandum from Comptroller, subject: Processing Obligation Documents, dated 16 September 1952, would be entirely satisfactory insofar as this office is concerned; however, the old question arises, how can the requisitioning office determine the amount to be obligated prior to the actual procurement. Our suggestion with respect to this is as follows:

a. That the requisitioning office indicate on their requisition the estimated amount of the cost thereof.

b. That a standard clause be established to the effect that in the event the actual cost exceeds the amount estimated by more than 10%, requisitioning office be advised of the amount.

2. Procedures outlined in this memorandum would certainly speed up the operations of procurement, particularly in the small purchase end.

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PSO/PD/GDT:mm (23 Sept 1952)

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